



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 27, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM V

Urban Programs Manager
Bureau of Local Roads & Streets
Highways
Springfield

Attachments
40704

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, January 27, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager V

Salary Range: \$6,020 - \$10,210

Position Title: Urban Programs Manager

Union Position: ☒ Yes ☐ No

Position Number: PW415-23-50-401-10-01

IPR#: 40704

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Local Roads and Streets/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for the planning, development, maintenance and fund allocation for the local agency urban transportation improvement programs.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in business, economics, statistics, sociology, public finance or public administration
- Seven years' experience in public or business administration, research, statistics, public finance and accounting activity, or equivalent experience and training
- Working knowledge of the function and application of public relations in problem areas
- Ability to plan, organize and execute administrative or technical program requirements
- Computer experience with emphasis in Microsoft Word, Excel, and Access Database
- Strong oral and written communication skills; organizational skills

Shift/Remarks:

8:00 am - 4:30pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 2013	POSITION:	Urban Programs Manager
APPROVED BY:	<u>James Klein</u>	OFFICE/DIVISION:	Highways/Bureau of Local Roads and Streets
CODE:	PW415-23-50-401-10-01	REPORTS TO:	Local Planning and Programming Unit Chief

Position Purpose

This position is accountable for planning, development, maintenance and fund allocation for the local agency urban transportation improvement programs.

Dimensions

Value of Programs:	\$150+ Million Annually
Number of Local Agencies Involved:	Approximately 330
Funds Allocated:	Approximately \$120 Million Annually
Project Involved:	125 Annual Program; 500+ Multi-Year Program

Nature and Scope

This position reports to the Local Planning and Programming Engineer, as do the Rural, Bridge, and Safety Programs Manager, the Highway Systems Manager, and the Project Planning and Programming Technician. There are no subordinates reporting to this position.

The incumbent operates in an environment of developing the local agency (LA) federal urban programs for inclusion in the Department's Annual and Multi-Year Transportation Improvement Programs. This involves analyzing proposed projects and deciding whether or not to include a project based on federal obligation authority available to the state, the funds available to the LA, the preconstruction stage of project readiness, and the proposed state appropriation. This position must develop equitable methods of allotting urban federal-aid funds to local agencies based on meetings with LA groups, desires of the department, and any requirements of federal regulations. The incumbent must be familiar with available revenue sources, revenue forecasts, and current State and Federal legislation and regulations which affect local agency programs to establish program parameters. This position must also recognize the potential effects of pending legislation on revenue estimates and proposed programs. The incumbent directs the assembly, documentation and development of the LA annual and multi-year programs and the assessment and processing of recommended program changes. This position prepares special reports relevant to administrative decisions, with short-term deadlines, and monitors the program to identify problem areas at the earliest time possible.

A broad knowledge of federal and state highway program funding and technical highway construction processes is required to meet these challenges. This knowledge (as it applies) must be imparted to district and LA personnel to provide the base for developing a viable LA construction program. The greatest challenge of the position is to produce a viable LA annual program which is financially feasible with projects that can be brought to letting stage within the fiscal year. This includes the constant adjustments and compensations to the program necessary to satisfy constantly changing federal and state budget constraints. Typical problems include analysis of preconstruction status of projects and coordinating special programs for the department.

The incumbent is responsible for determining the annual and multi-year program amounts available to the urban programs by looking at federal balances, projected revenues, and discussions with the Office of Planning and Programming for appropriation limits. This position then sets the district funding parameters and solicits the projects.

Local agencies are directed to submit their proposed projects to the District office who then recommends programs to the incumbent. This position evaluates the LA programs submitted to ensure that they are attainable within available funding limitations. The programs are finalized and combined into one package which is then presented to the Office of Planning and Programming for inclusion in the State Highway Improvement Program. The incumbent determines the preconstruction status of projects in the annual and multi-year programs, identifies projects that appear to be in trouble, and notifies the Districts so adjustments can be made or other projects recommended for substitution. Based on these recommendations and deductive analysis, the incumbent is responsible for project deletions and substitutions necessary to maintain the program level. This requires flexibility to fit within the state program yet meet individual LA letting schedules. This position also provides management with timely progress reports. The incumbent is also responsible for LA special programs which may enhance the transportation environment with bicycle/pedestrian facilities, landscaping and historic transportation building renovation. Cost adjustment or change in the scope of work for special programs must be reviewed and coordinated with the Office of Planning and Programming in a timely manner to meet LA letting schedules. In the absence of the Rural, Bridge and Safety Programs Manager, this position is responsible for planning and programming the local agency rural, bridge and safety transportation improvement programs.

The incumbent receives general guidance from the Local Planning and Programming Unit Chief. The holder of this position keeps the Unit Chief advised on potentially controversial problems involving the accomplishment of sensitive projects, the annual program, and the allocation of revenues to specific programs. The incumbent acts for the Unit Chief during absences as designated.

The incumbent has frequent contacts with all bureaus and district offices of the Division of Highways, the Office of Planning and Programming, the Federal Highway Administration, and local officials responsible for transportation programs. The incumbent also has periodic contacts with other modal offices of the Department, legislative agencies and special interest groups concerning available revenues for the local agency annual programs.

The effectiveness of this position is measured by the quality, accuracy, completeness, appropriateness, and timely preparation and adjustment of the LA annual programs, special reports and studies required of the Unit, and the equitable allocation of funds to the local agencies.

Principal Accountabilities:

1. Develops annual LA urban state published programs that are financially feasible, can be accomplished, and can assure maximum utilization of available funds with flexibility for alternate financial levels.
2. Knows current and proposed total available revenues for LA urban programs, and communicates this information to LA and Districts to assure a fully developed comprehensive construction program.
3. Identifies program changes and secures project substitutions at the earliest possible time to maintain the LA annual program level and achieve maximum program accomplishment.
4. Prepares urban allocation formulas and distributes obligational authority and apportionments to local agencies and districts in an equitable manner to assure a balanced highway improvement program.
5. Performs studies to determine the needs of local urban agencies to assure the state and federal urban programs continue to address the appropriate priorities.
6. Identifies cost adjustments and changes in the scope of work for LA special programs and secures adequate funding in a timely manner to avoid project delays.
7. Provides support for planning and programming of the local agency rural, bridge and safety transportation improvement programs.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.